

MONTANA STATE PRISON/EXTERNAL POSTING

Job Title: Correctional Officer
Classification Code: 333113
Department: Corrections
Division: Montana State Prison
Location: Deer Lodge, MT

Position Number: 92611
Bargaining Unit: FMSPE
Pay Band: 3, \$12.00/hr.
Supplement Required: No
Shift: 6AM-2PM/2PM-10PM/10PM-6AM

To Apply: Submit a State of Montana Employment Application and authorization for Reference and Criminal Background check to Job Service Office, mail to Montana State Prison Human Resources, 600 Conley Lake Road, Deer Lodge, MT 59722 or email to kbruner@mt.gov. Incomplete or unsigned applications will be rejected and will not be considered. **Position open until filled. Applications will be reviewed monthly.**

Special Information: Successful completion of Basic Site Specific Training for Prison employees. Successful completion of the Corrections Officer Basic Course at the Montana Law Enforcement Academy within the first year of employment. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. **Lautenberg Amendment: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U.S.C., Section 922(g)(91)). Candidates who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U.S.C., Section 1001).**

Typical Duties: Supervision of adult male felons in housing units, recreational areas, dining halls and other areas, at all services and activities; escorting inmates inside & outside the institution, operating control rooms; searching areas and persons for contraband; controlling disturbances; maintaining the security of the institution; writing reports and referring inmates to appropriate services; issues verbal & written warnings for minor inmate misconduct; issues written disciplinary reports for major rule infractions; conduct inmate counts; collects urine samples; orientates inmates; classifies inmates; provides intervention in the form of counseling; participates as active member of the unit team; processes job assignments and removal forms; provides input for Pre-Release referrals and inmate applications for additional good time awards; conducts disciplinary hearings of minor inmate infractions; ensures proper medical care is provided to inmates; serves meals to inmates; ensures maintenance of inmate family support; oversees issuance of inmate clothing & laundry, inventory of all clothing and clothing care items; issues housekeeping items; maintains visiting room inventories; serves as lead worker over junior correctional officers; ensures inmate work tasks are completed in a timely, safe and efficient manner, creates and maintains inventories of necessary tools, janitorial & titorial supplies and issues elements of same.

Requirements: High school diploma or GED, valid Montana driver's license, no physical limitations or mental defects which would impair the proper performance of duties or which may endanger the health or safety of other and a demonstrated ability to supervise others.

Qualifications: Specialized knowledge of security practices, methods and techniques, is required in order to accomplish all duties. A general knowledge of supervisory practices and procedures is also required, as well as skill in the use of firearms and riot control equipment. Additional requirements include interpersonal skills in dealing with all kinds of people, knowledge of classification criteria, paraprofessional counseling techniques, laws pertaining to inmate rights, due process, and access to medical services. Skilled in the use of security equipment. Must have the ability to remember names and faces; display mature judgment under stressful conditions; learn security and rehabilitative principles and techniques; prison rules and procedures; establish and maintain effective working relationships; communicate

effectively verbally and in writing; follow oral and written instructions.

Education & Experience: The above requirements are typically acquired through a combination of education and experience equivalent to high school graduation, two years of progressively responsible Correctional Officer experience is preferred, successful completion of the Montana Law Enforcement Academy and Basic Site Specific Training for prison personnel and the successful completion of several in-service training classes relating to the Classification System, basics of human behavior and psychological/psychiatric services, and passing score on a written exam.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Compensation: Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Game Wardens' & Peace Officers' Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the State of Montana Employment Application form; a structured interview; a performance test; reference checks and a background investigation. **Application materials required are: Signed and complete State of Montana Employment Application, (PD-25, Rev 12/93) and Department of Corrections Authorization to Release Information Form.** Applicants claiming the Veterans' and Handicapped Persons' Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

Application materials will be reviewed by a panel of job experts. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be re-posted. A behavior based interview will be conducted. If there are no qualified applicants for the position a Training Assignment may be considered based on individual qualifications.

All new employees are subject to a minimum of 6 months probation. Tuberculosis testing is mandatory. Montana State Prison is a tobacco free institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

****Women and minorities are encouraged to apply****

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

____ No ____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____